

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Albert City-Truesdale Comm School District (00720000)
December 19 & 20, 2016

Program Year: 2017
Month of Review: November
Lead Reviewer: Christine Crow
Org Representative(s):

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	The letter of notification of denial of benefits is not being sent to inform families of their paid status. Households who are denied benefits must be notified in writing. Organizations not using the prototype letter for notification of denial must have the letter approved the State Office. Best practice is to keep a copy of the denial letter sent to each household.	Describe who will be responsible for notifying households that they are denied benefits and for maintaining documentation. Submit a copy of the letter to be sent.	
	V-0700	Every district is required to have a procurement plan that contains all specifications, including the products being requested, quality, and delivery standards. The procurement plan must also contain the Buy American provision, debarment certification statements, a signature page and a code of conduct. All bid documents sent and received must be kept on file for at least 3 years plus the current year. Although a written code of conduct and bid documents were available, there was no procurement plan or signed debarment certification statements. Technical assistance provided.	Describe the plan of how the district will prepare a procurement plan and who will be responsible for ensuring that it contains all of the required elements for the 2017-2018 school year. Obtain the signatures on the debarment certification statements for the milk and bread vendors and submit a copy.	
800 - Civil Rights	V-0800	The Racial/Ethnic form was not completed yet for the current 2016-2017 school year during the on-site visit. Schools must complete the racial/ethnic form annually on October 1 to prove no racial or ethnic identity was discriminated against when determining eligibility status of families applying for free and reduced price benefits. Technical assistance provided and the racial/ethnic form was completed while State Agency was on-site. No further corrective action required.	No further corrective action required.	
1000 - Local	V-1000	It is required that every district has a wellness committee	Submit a plan and timeline on how	

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School Wellness Policy		and that the following people are invited to participate in the development, implementation, review, and modification of the wellness policy: parents, students, physical education teachers, school administrators, school health professionals, general public, food service staff and school board members. There currently is not a wellness committee within the school district. School districts are also required to assess their compliance of each school's implementation of the school wellness policy goals. Compliance must be assessed at least once every 3 years and must be made available to the public. There is no assessment on file that assesses the school's implementation of the Local School Wellness Policy goals. Technical assistance and the school wellness resource folder provided.	the district will form a wellness committee that consists of the required stakeholders to participate in the development, review and implementation of the policy. Submit a timeline and plan on when the school building will be assessed on the implementation of the Local School Wellness Policy goals and how it will be made available to the public.	
1200 - Professional Standards	V-1200	The food service director is required to have 12 hours of professional standards training annually. The 2 staff that assist with serving meals and the cashier (including the backup cashiers) that work part time (less than 20 hours per week) within the school nutrition program need 4 hours of professional standards training annually. Training topics must be applicable to employee's job duties and documentation must be on file to prove training occurred. While State Agency was on-site, there was no documentation that any training, other than the civil rights training, was received. Technical assistance provided including resources for training webinars and courses.	Describe how the staff with school nutrition responsibilities (including the food service director, staff that help serve in the kitchen, the cashier and backup cashiers) will meet these training requirements for the 2016-2017 school year. Include a description of the training topics and dates of when the trainings will take place.	
1200 - Professional Standards	V-1200	All training received by employees with school nutrition program responsibilities must be tracked to ensure all employees receive the required number of hours and training topics required. Technical assistance and tracking tools provided.	Describe how the training for all staff with school nutrition program responsibilities will be tracked. List who will be responsible for tracking the training and how often the tool will be updated.	
1600 - School Breakfast and SFSP Outreach	V-1600	It is a requirement that schools provide outreach to promote their School Breakfast Program as well as the Summer Food Service Program (SFSP) even if the school does not offer the SFSP to students. The programs can be promoted through emails, newsletters, websites etc. Promotional items can be found at the Iowa Department of Education's website: https://www.educateiowa.gov/pk-12/nutrition-programs/school-breakfast-program#Promotion and https://www.educateiowa.gov/pk-12/nutrition-programs-	Describe how the school district will provide outreach for the Summer Food Service Program and the School Breakfast Program.	

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		0#Promotional_Resources.		
Revenue from Non-program Foods Testing Chart	V-NPFTC	<p>It was observed while on site that some of the extra sides, juices, milks, and adult meals are not being captured at the point of sale. State Agency suspects that meals and extra food items are not accounted for in JMC as the regular cashier and backup cashiers have not received any training on what constitutes as a reimbursable meal. While reviewing the invoices and bank statements, State Agency was also discovered that payment for 3 adult visiting meals during the review period were accepted in the office, but not tracked into JMC.</p> <p>On 11/11/16 the district invited 60 veterans to eat with the students free of charge. No one reimbursed the School Food Authority's non-profit account the \$207 for these meals.</p> <p>The School Food Authority sells cinnamon rolls to the staff monthly but there is no proof of these sales and the business manager is unaware of these transactions. All adults, visitors, extra juices, milks, sides, and entrees sold must be paid for in an amount that covers the cost of providing that food. Technical assistance provided.</p>	<p>Submit proof that the School Food Authority's food service account was reimbursed for the meals served to the veterans on 11/11/2016.</p> <p>Describe the tracking process that will be implemented to ensure that the extra rolls and bread products sold to staff are being tracked. Alternatively, confirm that the extra rolls and breads will not be sold to staff outside of the meal service time.</p> <p>Describe how the School Food Authority will ensure that all extra food and beverages sold to students and adults will be charged accordingly.</p>	
Resource Mgt Comprehensive Review	V-RMCRF	<p>According to the 2014-2015 financial report, the non-program food revenue as a percentage of total revenue was less than the non-program food cost, as a percentage of total food cost. Technical assistance provided to the authorized representative and the business manager on program versus non-program foods and how to calculate this cost. The non-program revenue tool was provided.</p>	<p>Recalculate the 2015-2016 non-program revenue information and submit the non-program revenue tool. If the non-program revenue tool shows that the non-program revenue, as a percentage of total revenue was less than the non-program food cost, as a percentage of total food cost describe how the school food authority will ensure that the 2016-2017 non program revenue will cover the cost of non-program foods.</p>	

Site - Level Findings: Albert City-Truesdale High School (0109)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	All commercial combination foods (chicken nuggets, hot dogs, pizza) must have a Child Nutrition (CN) label or Product Formulation Statement (PFS) on file describing how the product credits towards the meal requirements.	Submit one week of menus, food production records and supporting documentation including 2 approved CN labels, 2 whole grain rich labels,	

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		<p>Many labels that the School Food Authority had on file were not approved CN labels. CN labels must come directly off of the product's box (a copy of or photograph of the box is also acceptable). Standardized recipes must also be available for all homemade, combination food items and must be individualized to the schools needs regarding portions needed, ingredients available and used, and serving utensils used. According to the food production record documentation, the recipes were not followed and therefore not standardized to their documented crediting information. All grains served must be whole grain rich. Nutrition labels and ingredient lists for grain products must be on file to prove products are whole grain rich. Labels were not available for the bread, hotdog bun, donuts, or pancakes.</p> <p>The PreK – 6th grade student's lunch menu during the review period was short on the daily vegetable requirement for one day. This was a red/orange vegetable which made the red/orange weekly requirement short. According to the food production records and menu documentation, the weekly meat/meat alternate requirements were not met for the 6th grade students as they are required to have 9 oz equivalents and only 8.5 ounces were served. The weekly grain requirements were also short for the k-6th grade students as 8 are required and only 7.5 ounce equivalents were documented as served. Available documentation did not prove that these minimum requirements were provided as the labels were not available, the serving sizes were not accurately documented on the food production records and/or the standardized recipes were not followed. Technical assistance provided.</p>	and 2 standardized recipes that were individualized to the school's needs, to show that all menu components were offered in the required daily and weekly servings.	
1400 - Food Safety	V-1400	<p>All School Food Authorities are required to have a Hazard Analysis Critical Control Point (HACCP) Plan. The HACCP Plan must have Standard Operating Procedures (SOP) that are individualized to the school and kitchen's needs. Technical assistance providing and School Food Authority is encouraged to go to the Iowa State Extension and Outreach site (http://www.extension.iastate.edu/foodsafety/content/haccp-school-foodservice) for further examples and information.</p>	Submit a table of contents, 3 standard operating procedures that you will use and a timeline of when the rest of the HACCP plan will be completed.	

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Org - Level Technical Assistance

Area	Question	Comments
		All of the income applications were signed and confirmed by the confirming official. Only the applications to verify are required to be confirmed by a confirming official. Technical assistance provided.
		Beginning October 2017, the PreK students will be required to receive the CACFP meal pattern. Providing the PreK students the CACFP meal pattern throughout the 2016-2017 school year is optional. Technical assistance and the CACFP meal pattern requirements are provided.
200 - Verification	208 a. Did the SFA attempt to directly verify selected applications?	Before sending the letter to the household informing them that they have been selected for verification, the School Food Authority should attempt to find the students on Elookup. If found on Elookup, the student would be verified to receive free meal benefits.
800 - Civil Rights	805 How are students with special dietary needs accommodated?	The diet modification statement is required to be on file and signed by a prescribing official (MD, DO, PA or ARNP) for all students requesting menu substitutions to meet their special dietary needs. Currently an outdated form is on file and some forms are signed by a chiropractor. The current diet modification form can be found at this website: https://www.educateiowa.gov/pk-12/nutrition-programs/national-school-lunch-program . Technical assistance provided.

Org - Level Commendations

Description
CERTIFICATION AND BENEFIT ISSUANCE:• The School Food Authority (SFA) was very well organized and had their documentation filed according to free, reduced price, denied or directly certificated status. • The SFA uses ICAVES to determine eligibility status of applicants. • All applications on file are complete with the required signatures, dates, and the last 4 digits of the social security numbers. • The SFA uses the correct income application, income guidelines and determines eligibility using the correct income frequency. • Benefits are extended to all members of the household. • All applications are determined correctly within the required 10 day timeframe.
CIVIL RIGHTS:• The “And Justice for All” poster was displayed in a public location within the cafeteria. • The public release was sent prior to the start of school. • The

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correct USDA and Iowa non-discrimination statement is found on program materials. • Civil Rights training documentation is on file proving that all employees with school nutrition program responsibilities received the required training this school year. • No discrimination was observed by State Agency while on site. • The school district has a complaint procedure on file.

FOOD SAFETY: • The food inspection reports were posted in a visible location in the cafeteria. • The food service director monitors, records and files the temperatures for the refrigerators, coolers, freezers, and food. • Food is stored correctly in all food storage areas. • The food service director is ServSafe certified.

MEAL COUNTING AND CLAIMING: • All meals observed at lunch and breakfast were reimbursable. • The meals claimed for November's lunch and breakfast were reasonable when compared to the meal counts on the day of observation. • The meals recorded on the edit sheet matched the number of meals reported on the claim and did not exceed the total number of students enrolled in each of the eligibility categories.

NUTRITIONAL QUALITY AND MEAL PATTERNS: • The lunch meal observed while State Agency was on site, contained all of the required components in the required serving sizes and all of the student meals that were counted and claimed were reimbursable. • The food service director completed the menu certification worksheets. • Two different and approved types of milk were provided to students. • Daily dated menus and food production records were available for all meals claimed. • Food production records contained the planned and actual number of meals served, the menu items served for all required components, and total quantity of food prepared written in a measurable amount. • Signage was posted for lunch and breakfast to describe how the menu constituted as a reimbursable meal. • The food service director prepares many homemade items and has standardized recipes on file. • Grains found in storage were whole grain rich. • Condiments were portioned out and monitored to ensure portion control. • The lunch menus served during the review period offered the required servings of fruit, milk, grains for the prek-5th grade students, and vegetables including the dark green, bean/peas (legumes), starchy and other vegetable subgroups. • The breakfast menus served during the review period met all of the fruit, grain and milk requirements for all grade groups.

PROFESSIONAL STANDARDS: • All employees with responsibilities within the school nutrition program have received civil rights training this school year and appropriate documentation is on file • The authorized representative has documentation on file to show she received 2.5 hours of training for this school year (4 hours total are required).

REPORTING AND RECORD KEEPING: All documents related to the school nutrition program are kept on file for at least 3 years plus the current year.

SCHOOL WELLNESS POLICY: • The school district has a Local School Wellness Policy that contains all of the required elements and is individualized to the school's needs. • The Local School Wellness Policy was reviewed on 11/21/2016 and therefore met the requirement of being updated within the past three years. • The policy is available to the public as it is posted on the district's website.

VERIFICATION: • The School Food Authority (SFA) completed verification process and the verification report on time. • The SFA picked the correct number of applications to verify and the applications were confirmed and signed by the confirming official. • The SFA sent the appropriate, State Agency approved letter of verification notification and followed the appropriate steps when the family did not respond with proof of income. • The eligibility status was changed accurately and within the required timeframe. Notification of their changed eligibility was provided along with their right to appeal this decision.

WATER: Free, potable water is available through a water fountain located directly outside of the cafeteria.

COMPETITIVE FOODS: No competitive foods were available for purchase for any students during the school day.